



Managing Immunizations

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Viewing Immunization Information
Editing Immunizations
Entering Immunizations



The Immunization History screen contains a large amount of useful information. If for this reason, you wish to print this screen please use either the Print or the Print Confidential button on the Immunization History screen to print this page; using the Print button will display the page without top and side VIIS menus, and using the Print Confidential button will display the page without menus and without the patients confidential information.

The immunization function of VIIS allows you to view and manage historical immunization information and add immunizations for the client. It also recommends immunizations based on a tracking schedule.


Immunization information for a specific client may be accessed one of two ways:

1. Choose Manage Client under the Clients section of the menu panel. This will bring up the Find Client screen. For information on finding clients, refer to the *Finding Clients* section in the Managing Clients chapter of this manual. Once client is retrieved, select the button **History Recommend** button to display the clients Immunization History screen.
2. Or, choose Manage Immunizations under the Immunizations section of the menu panel. This will bring up the Find Client screen. For information on finding clients, refer to the *Finding Clients* section in the Managing Clients chapter of this manual.

Viewing Client Immunization Information

The Immunization History screen holds a large amount of information on each client in VIIS. The screen has three sections: Client Information, History, and Vaccines Recommended by Selected Tracking Schedule.

Client Information

The Client Information section at the top of the Immunization History screen gives vital information on the client, such as name, date of birth, tracking schedule, address, chart #, and a scrollable list of client comments. Comments that are often contraindications with the use of a particular vaccine will be identified on the client's immunization recommendations. Use this information to verify that the client indicated is the client for whom you were searching. To edit this information, press  and refer to the *Editing/Entering Client Information* section in the Managing Clients chapter of this manual.

Client Information				Eligible for State Supplied Vaccine: Yes	
Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
IMA CLIENT	NOV-07-2001	F	PARENT	CDC/ACIP	
Address	Any Street , Atlanta, GA 23111 (555) 555-5555				
Comments	(1 of 1) ... JUN-06-2002~Diagnosed immunity: Varicella (chicken pox)				

In the top right corner of the Client Information section, the message "VFC Eligible" appears, followed by "Yes" or "No." This message indicates whether the client is eligible for the Vaccines for Children (VFC) program.

History

This table lists all the immunizations the client has received to date. Immunizations are listed alphabetically by vaccine group and ordered by “Date Administered.”

History							
Add Immunization Edit Client Reports Print Print Confidential							
Vaccine Group	Date Administered	Series	Trade Name	Owned?	Reaction	Hist?	Edit
DTP/aP	Jun-15-2002	1 of 5		No		Yes	
	Jun-30-2002	NOT VALID		No		Yes	
	Apr-15-2003	2 of 5	Infanrix ®	No			
HepB	Jun-15-2002	1 of 3		No		Yes	
Hib	Jun-15-2002	1 of 4		No		Yes	
	Sep-03-2002	2 of 4	PedvaxHIB ®				
Measles	Mar-15-2004	1 of 2	MMR II ®	No		Yes	
Mumps	Mar-15-2004	1 of 1	MMR II ®	No		Yes	
Rubella	Mar-15-2004	1 of 1	MMR II ®	No		Yes	
Varicella	Feb-01-2004	1 of 1	Varivax ®	No	Yes	Yes	

Vaccine Group: This is the vaccine group name.

Date Administered: This date is the actual day the client was given the vaccine. To view the tracking schedule information for the selected immunization or an explanation of why an immunization is not valid or appropriate, click on this date. “Historic” may display in this column for a previously administered vaccinations, such as small-pox, when the client doesn’t have documented proof of the date of the immunization.

Series: The number in this column is created by validating the immunization date against the client’s assigned tracking schedule. The system then provides the number of the immunization within the series or indicates that the vaccine was invalid because the client was not old enough to receive it or not enough time elapsed between doses. “Pending” may also appear in this column for certain vaccinations, such as a small pox immunization awaiting an evaluation. “No Take” or “Equivocal” will display if the current vaccination has a no take or equivocal response. “Partial Dose” will display if the shot is flagged as a partial dosage.

Trade Name: This is the manufacturer’s trade name of the vaccine.

Dose: This column indicates whether full, half or multiple doses were administered to the client.



Owned vs. Not Owned Immunizations

A single provider does not own any of the clients within VIIS, but an organization does own the immunizations it provides. If the “Owned” column on the immunization History table shows a “No” for one or more vaccines, this indicates that another organization entered the vaccine information and is attesting to the validity of the information.

A vaccine may be owned and historical, which means data was taken from a paper record or owned and “new”, which means the vaccine, drew from VIIS inventory. Any provider may edit a historical immunization, but “new” or non-historical shots may only be edited by the organization that administered the vaccine.



Immunization Color Coding

Yellow: A date shaded yellow indicates that today's date is equal to or past the earliest date and before the recommended date for an immunization that has not yet been received.

Green: A date shaded green indicates that today's date is equal to or past the recommended date and before the overdue date for an immunization that has not yet been received.

Blue: A date shaded blue indicates that today's date is equal to or past the overdue date and before the latest date (if a maximum age exists) for an immunization that has not yet been received.

Pink: A row shaded pink indicates the client has completed the immunization series, has completed the series early, or has exceeded the maximum age for the vaccine.

Owned?:

If this column indicates "No," another provider organization entered the information and is attesting to its validity. To view the immunization data, click on the "No" link in the "Owned" column or click on the notepad icon in the "Edit" column.


Reaction:

If this column indicates "Yes" and appears in red, this means a reaction to a vaccine was recorded. To view the client's reaction, click on the "Yes" link in the Reaction column or click on the notepad icon in the "Edit" column.

Hist?:

If this column indicates "Yes," this record is historical, meaning the immunization information was the result of a data transfer or was taken from a paper record and did not come from VIIS inventory. Otherwise, it came from a VIIS provider's inventory; see "Owned?" on the previous page.

Edit:

When you click on the notepad icon  in this column, you will be able to edit the recorded immunization using the Edit Immunization screen, as long as the immunization is owned by your organization or is historical.

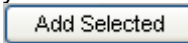
Below the History section, the client's exact age is shown in a solid blue field. The age also displays on the printable version of this page.

Vaccines Recommended by Selected Tracking Schedule

This table lists all vaccines recommended by the tracking schedule associated with the client. Immunizations are listed alphabetically.

Vaccines Recommended by Selected Tracking Schedule					Add Selected
Select	Vaccine Group	Earliest Date	Recommended Date	Overdue Date	Latest Date
<input checked="" type="checkbox"/>	DTP/aP	May-13-2003	May-13-2003	Jul-15-2003	Apr-10-2009
	HepB	Jul-13-2002	Jul-15-2002	Sep-10-2002	Contraindicated
<input checked="" type="checkbox"/>	Hib	Oct-01-2002	Nov-03-2002	Dec-03-2002	Apr-10-2007
<input type="checkbox"/>	Measles	Apr-12-2004	Apr-10-2006	Apr-10-2009	
	Mumps	Complete			
<input checked="" type="checkbox"/>	PCV	Apr-10-2004	Apr-10-2004	May-10-2004	Apr-10-2007
<input checked="" type="checkbox"/>	Polio	May-22-2002	Jun-10-2002	Jul-10-2002	
	Rubella	Complete			
	Varicella	Complete			

Select:

Vaccines that are equal to or past their recommended date are automatically selected in the Vaccines Recommended section. You may also check other vaccines for inclusion in the Vaccines Recommended section. The selections will display on the Select Immunizations screen when the  button is pressed.

Vaccine Group:	This column lists the vaccine group name. To view the tracking schedule information for the selected immunization or an explanation of why an immunization is not valid or appropriate, click on this date.
Earliest Date:	This date is the earliest date that the client may receive the vaccine.
Recommended Date:	This date is the recommended date that the client may receive the vaccine.
Overdue Date:	This date is the date at which the client is past due for the immunization. This will also trigger the use of an accelerated schedule for future immunizations.
Latest Date:	This date is the latest date at which the client may receive the vaccine.

Editing Immunizations

Editing Historical Immunizations

To edit a historical immunization, use the following steps:

1. On the Immunization History table, select the vaccine you wish to edit by clicking on the vaccine's notepad icon in the "Edit" column.

Edit Immunization

Vaccine Group: Cholera

Vaccine Display Name: Cholera-Inject

Trade Name: Cholera-I

Vaccine Lot Number: /

Eligibility: INSURED, VACCINES COVERED

Dosage From Inventory: Full

Partial Dose: ☐

Date Provided: 07/20/2002

Ordering Authority: Unknown

Administered By: Unknown

Body Site:

Administered Route:

Disregard Primary Series: N

VIS Date: Unknown

Entered by Site: Unknown

Input Source of Record: Created through Data Exchange

Date Entered: 01/03/2006 04:31:21 PM

Buttons: Save, Cancel, Delete, Data Exchange

2. In the Edit Historical Immunization screen, you may edit information for the Trade Name, Vaccine Lot Number, Date provided, and Provider Organization Name Fields.



Duplicate Immunizations

VIIS not allow duplicate immunizations to be entered for a client. If you attempt to enter an immunization for a client given within two days before or after an existing immunization with the same trade name, you will receive the message, "Possible duplicate immunizations exist. Modify or delete your entries." VIIS will then allow you to change or delete the entry(s) in question.

When you enter an immunization with a trade name that duplicates an existing, historical immunization with no trade name, the newly entered immunization will update the exiting immunization.

When you enter a duplicate immunization with an overlapping vaccine group but a different trade name, VIIS will alert you to the duplicate but will allow you to overwrite the duplicate immunization.

- To record a reaction to a vaccine, check the box to the left of the reaction in the Reactions to Immunization section.

- Press .





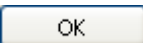
Vaccines Listed on Selecting Immunizations to Add Screen

Within the Immunizations section of the Select Immunizations screen, vaccines at the top of the screen under “Active immunization inventory on <date>” are those for which inventory exists at the site selected in the defaults of New Immunizations section. Once a new site is selected, the immunizations section will automatically update to reflect the immunization inventory of that site.

The vaccines shown at the bottom of the screen under Immunizations Available for Historical Shots Only are those that are not available in inventory for the currently selected sites. These vaccines may be selected for entering historical immunizations only.


Deleting Historical Immunizations

To delete a historical immunization, follow these steps:

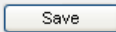
- On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine’s notepad icon  in the “Edit” column.
- At the Edit Historical Immunization screen, press .
- Press  in the confirmation box.


Editing Owned Immunizations from Inventory


An immunization that is not historical is one that was given out of inventory. You will not be able to edit non-historical immunizations that are owned by another organization. To edit an immunization given out of inventory, follow these steps:

- On the Immunization History table, select the vaccine you wish to edit by clicking on the vaccine’s notepad icon  in the “Edit” column.


Edit Immunization


Vaccine Group: Td/Tdap 

Vaccine Display Name: Tdap 


Trade Name: BOOSTRIX 


Vaccine Lot Number: BOO123 / public


Eligibility: INSURED, VACCINES COVERED 


Dosage From Inventory: Full 


Partial Dose: ☐


Date Provided: 02/28/2006 


Ordering Authority: Schuh, Eric 

Administered By: Schuh, Eric 

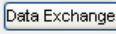
Body Site: right thigh 

Administered Route: intramuscular 

Disregard Primary Series: No 


VIS Date for Td/Tdap: 09/22/2005 

Entered by Site: Eric's Site

Input Source of Record: Created through User Interface 

Date Entered: 02/28/2006 10:41:15 AM

- To indicate a half or multiple dosages, choose the appropriate response from the Dosage from Inventory pick list. For example:

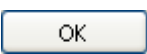
- Half: If a half dosage of an adult formulation was used for a child, indicate half.
 - Multiple: If two or more doses of a pediatric formulation were used on an adult, select the number of doses used.
3. To indicate a partial dosage, check the Partial Dose checkbox. For example, check this box if a partial dosage was administered because the needle broke or came out or the vial broke.
 4. Update information in the Eligibility, Dosage from Inventory, Partial Dose, Date Provided, Ordering Authority, Administered By, Administered Route, and/or Body Site fields on the Edit Immunization screen.
 5. To indicate a Vaccine Information Statement (VIS) date other than the most current (default) date, choose an alternate date from the pick list. This date can only be edited the same day a new immunization is entered into VIIS. At any other time, this field will be un-editable.
 6. To record the results of an immunization (the Record Immunization Result box will only display for certain immunizations with a date that are new or historical [but not HISTORIC]), enter a take response from the Result pick list. Then, enter the Result Date in MMDDYYYY format. If the immunization is new (not historical), you may choose the name of the Result Reader from the pick list.
 7. To record a reaction to the immunization, check the box next to the applicable reaction.
 8. Press .

Deleting New Immunizations

Note that you will not be able to delete non-historical immunizations that are owned by another organization.

1. On the Immunization History table, select the vaccine you wish to delete by clicking on the vaccine's paintbrush icon in the "Edit" column.

At the Edit Immunization screen, press .

Press  in the delete confirmation box.



Choosing vaccines for a past date

The vaccines listed on the Select Immunizations to Add screen will reflect the inventory of the current date, rather than the date the immunizations may have actually occurred. To adjust the vaccine listing to reflect the inventory of a past date, follow these steps:

1. Enter the Date Administered under the Defaults for New Immunizations section.
2. Press the Activate Expired button to the right of the Date Administered fields.





Selecting immunizations to Add

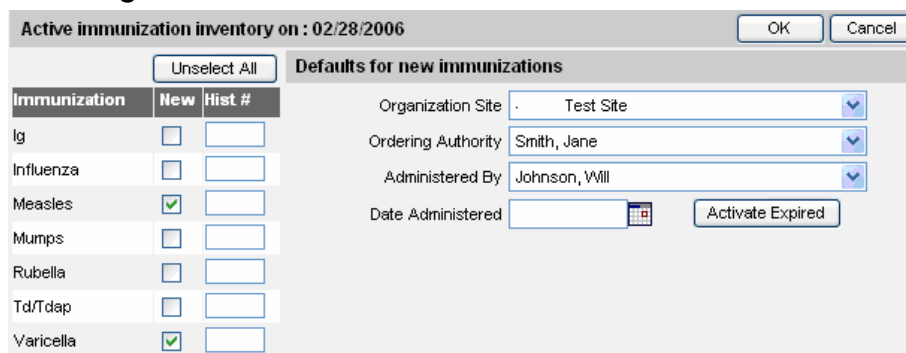
When entering default values on the Selecting Immunizations to Add screen for either new or historical immunization, note that you will have the opportunity to change most of these values for each individual vaccine on the next screen, the Immunization Entry screen. This mechanism allows you to enter batch historical information or new vaccination information on the Selected Immunizations screen, while giving you the opportunity to override these defaults in the next screen.

Entering Immunizations

To add new and/or historical immunizations, follow these steps:

1. At the Immunization History screen, press  to display the Select Immunizations screen without pre-selecting recommended vaccines. Press  to display the Select Immunizations screen with all of the selected immunizations from the recommended vaccines list checked.

Entering New Immunizations:



Immunization	New	Hist #
Ig	<input type="checkbox"/>	<input type="text"/>
Influenza	<input type="checkbox"/>	<input type="text"/>
Measles	<input checked="" type="checkbox"/>	<input type="text"/>
Mumps	<input type="checkbox"/>	<input type="text"/>
Rubella	<input type="checkbox"/>	<input type="text"/>
Td/Tdap	<input type="checkbox"/>	<input type="text"/>
Varicella	<input checked="" type="checkbox"/>	<input type="text"/>

Active immunization inventory on : 02/28/2006



Unselect All

Defaults for new immunizations

Organization Site: Test Site


Ordering Authority: Smith, Jane

Administered By: Johnson, Will


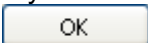
Date Administered:  

2. At the Select Immunizations screen, select the check boxes in the “New” column for the vaccines that were given. For combination vaccines such as MMR or HepB-Hib, select only one vaccine component – for HepB-Hib select only HepB or Hib.


Note: The section that allows new immunizations to be given from inventory also contains a “Hist #” column, which allows a user to enter historical immunizations as well. (See “Entering New and Historical Immunizations” in this chapter.)

3. You may also choose a default Organization Site, Ordering Authority, and Administered By value for new immunizations by choosing from the pick lists in the Defaults for New Immunizations section. You will be able to edit these defaults for each immunization on the Record Immunizations screen.
4. Choose a date for the Date Administered field using the MM/DD/YYYY format, or use the pop-up calendar by clicking the calendar icon  to the right of the field. If using the calendar icon, choose a month and year from the pick lists provided and choose a day by clicking on the appropriate calendar day. Press

OK

5. If you are entering a new immunization for a past date and do not see one or more of the selected vaccines listed in the Immunization section to the left, press . Pressing this button will display the active vaccine inventory for the date you entered in the Date Administered field.
6. In the immunization section to the left of the screen, check the boxes of the new immunization that were given by clicking on the appropriate vaccines in the "New" column.
7. If you do not need to enter historical immunizations, Press  to go to the Record Immunizations screen and proceed to Step 9.

Immunizations available for historical shots only

Provider Organization Date Administered 

Immunization	Hist #	Immunization	Hist #	Immunization	Hist #
Adeno	<input type="text"/>	Lyme	<input type="text"/>	Smallpox	<input type="text"/>
Anthrax	<input type="text"/>	MCV	<input type="text"/>	Tetanus	<input type="text"/>
BCG	<input type="text"/>	MPSV	<input type="text"/>	Typhoid	<input type="text"/>
Cholera	<input type="text"/>	PCV	<input type="text"/>	Yellow Fever	<input type="text"/>
DTP/aP	<input type="text"/>	PPV	<input type="text"/>		
Diphtheria	<input type="text"/>	Pertussis	<input type="text"/>		
Encephalitis	<input type="text"/>	Plague	<input type="text"/>		
HepA	<input type="text"/>	Polio	<input type="text"/>		
HepB	<input type="text"/>	Rabies	<input type="text"/>		
Hib	<input type="text"/>	Rotavirus	<input type="text"/>		

8. Select historical immunizations by typing the number of immunizations administered for each vaccine into the text box in the "Hist #" column. For example, if a client received two historical DTaP vaccines, enter "2" in the "Hist #" box. Do not click in the check box in the "New" column for the vaccine, unless the client also received this vaccine from inventory. Enter all historical vaccine counts on this page.
9. Enter default information for historical immunizations. You will be able to edit both of the following defaults for each immunization on the next screen.
 - Enter the name of the organization that administered all or most of the immunizations in the Provider Organization field in the Immunizations Available for Historical Shots Only sections.
 - Enter a default immunization date in the Date Administered field. Use the MMDDYYYY format, or use the pop-up calendar by clicking the calendar icon to the right of the field. Then choose a month and year from the pick lists at the top and choose a day by clicking on the appropriate calendar day. Press OK.
10. Press OK at the top of the screen.



At the bottom of the immunization entry screen, default VIS dates will be displayed for each new immunization entered. To change the default VIS date, follow the instructions under the "Editing Owned Immunizations from Inventory" section of this chapter. The VIS date must be changed on the same day the immunization is entered into VIIS.



Validation of Combination vaccines

VIIS validates each valent separately when recording combination vaccines. For example, if a vaccine such as Comvax is given when only one component is valid, that component will be treated as if it were a single valent formulation and validated. VIIS will also allow for change in series for combination vaccines if one component is not valid after the series has been selected.

Immunization Entry screen

1. At the next screen, verify or enter the Date provided and ordering Authority for the new immunization(s) listed in the New Immunizations table.
2. Place a check in the Remove check box only if this immunization should not be entered into the VIIS database. For example, if VIIS informs you that the immunization is a duplicate, you should remove or modify the entry.
3. Chose a Trade Name-Lot from the pick list for the first listed vaccine.
4. Enter pick list information for the following fields for each vaccine:
 - Dose: This field should be filled with the dosage given to the client. Use the pick list to select full, half, or multiple doses
 - Administered By: This field should be filled with the name of the clinician that administered the immunization. The field will display default data.
 - Body Site: This field should be filled with the area of the body where the immunization was given.
 - Route: This field should be filled with the method of administration; for example, intramuscular, oral, etc. This field will display default data.
 - Under Historical Immunizations, enter a Date provided for each dose of each listed vaccine.
 - If known, choose a trade Name from the pick list, choose a Lot Number from the pick list, and verify or change the Provider Organization for each immunization listed. These are not required fields.
 - Press OK.
 - VIIS will take you back to the Immunization History screen and will display the entered vaccines with dates and validation, in addition to updated vaccine recommendations.

Applying a Prerequisite Override to a Client's Immunization

A prerequisite override is a command within a tracking schedule that allows users to override a prerequisite vaccine once a client reaches a certain age. A prerequisite override is not automatically applied to an individual client's immunization record. To apply a prerequisite override to an immunization, follow these steps:

1. Enter the immunization as described in the Entering Immunizations section of this chapter. You may notice that, as in the case of Td, the immunization will appear on the immunization history as one of a series, when in fact it is a booster immunization. The next two steps will correct this.

2. Follow Steps 1-3 in the Editing Owned Immunization from Inventory section of this chapter.
3. In the field marked Disregard Primary Series, choose yes. Note: this field will only appear open if the conditions (the chosen tracking schedule has an override on the vaccine and the age of the client is greater than or equal to the override age) meet those of the prerequisite override.
4. Press Save.

Other Features on the Immunization History Screen

The Immunization History screen contains two links to other VIIS functions. These links are:

- | | |
|---------------------|---|
| Edit Client: | Pressing this button will return you to the Manage Client screen for the client |
| Reports: | Pressing this button will bring you the Reports Available for This Client screen, at which you may generate Client-specific reports. Refer to the Reports and Forms chapter for this manual for more information. |
| Print: | Pressing this button will display the client's immunization information without the top or side VIIS menus. To print this screen, click on the printer icon on your browsers or click <u>F</u> ile, <u>P</u> rint and press OK. Press your browser's Back button to return to the client screen. |
| Print Confidential: | Pressing this button will display the client's immunization information without top or side VIIS menus and without client demographic information. To print this window, click on the printer icon on your browser or click File, Print, and press OK. Press your browser's Back button to return to the client screen. |